

## **HAZARDOUS MATERIALS PROGRAM COORDINATOR**

### **DEFINITION**

To develop and administer hazardous materials and hazardous waste regulatory programs of the Fire Department and to conduct the most complex inspections, plan reviews and enforcement activities for hazardous materials users.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position management classification located in the Support Services Division of the Fire Department. The incumbent manages all hazardous materials and hazardous waste regulatory programs administered by the Fire Department, including hazardous materials storage; hazardous waste; and tiered permitting. This classification is responsible for enforcing various state and local environmental regulations under the jurisdiction of the Fire Department, ensuring uniform code interpretation.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent is expected to work independently, under the general direction of the Fire Marshal. This classification will provide technical and/or functional supervision to clerical, Hazardous Materials Investigators and Environmental Specialist classifications.

### **ESSENTIAL DUTIES**

1. Plans, organizes, directs and evaluates the Fire Department's comprehensive hazardous materials and hazardous waste regulatory program; evaluates the effectiveness of related policies and procedures.
2. Develops and administers a hazardous materials self-audit program.
3. Conducts complex inspections and plan reviews related to hazardous materials facilities.
4. Serves as a technical resource to command staff in response to emergencies and develops and monitors a financial management system related to hazardous materials and hazardous waste regulatory programs.
5. Consolidates the inspection of hazardous materials and waste facilities.
6. Conducts investigations and enforcement procedures, monitors required training of assigned staff, and tracks relevant legislation.

**ESSENTIAL DUTIES (continued)**

7. Supervises, trains, and evaluates assigned professional personnel.
8. Develops staff reports, ordinances and resolutions, investigates cases involving hazardous materials crimes; coordinates related activities with other departments, agencies and the public.
9. Reviews Environmental Impact Reports.
10. Develops and evaluates fee structures and financial management and budget systems.

**OTHER JOB RELATED DUTIES**

11. Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- A. Principles and practices of chemistry, hydrology, geology and biology; analytical testing techniques and sampling techniques.
- B. Principles and practices of organization, administration, training and public relations.
- C. Local, state, federal and model codes, laws, regulations, ordinances and related literature involving environmental protection, hazardous materials and hazardous wastes, general chemical properties and associated hazards.
- D. Mitigation actions required for hazardous materials incidents; hazardous materials and hazardous waste issues.
- E. Uniform Fire Code and Uniform Building Code as they relate to hazardous materials.
- F. Planning development processes and planning commissions, city council, appointed committees/commissions.
- G. Underground storage tank releases and clean-up procedures; hazardous materials use/contamination and construction/development.
- H. Risk Management Prevention Programs for acutely hazardous materials.

**Ability to:**

- I. Establish and maintain effective relationships, communicate complex technical information both orally and in writing.
- J. Identify potential hazards.
- K. Comprehend, interpret and apply federal, state and local regulations pertaining to hazardous materials and hazardous wastes.
- L. Develop and evaluate fee structures and financial management and budget systems.
- M. Read and interpret building plans.

**EXPERIENCE**

Any experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four (4) years of increasingly responsible professional or technical experience in a position involving the management of hazardous materials and hazardous waste programs to demonstrate possession of the knowledge and abilities listed above.

**Education:** Equivalent to a Bachelor's Degree in chemistry, biology, physical science, hazardous materials management, environmental management or a closely related field.

**LICENSE OR CERTIFICATE:** Possession of valid Class C California Driver's License.

**PROBATIONARY PERIOD:** One year.

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AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt